

STATE OF UTAH UNLAWFUL HARASSMENT PREVENTION PROGRAM

"EMPLOYEE STATEMENT"

(Post to Personnel Records)

last revised: 12/5/2002

As an employee for the State of Utah, I acknowledge the following:



First, I have been informed of the Executive Order forbidding sexual harassment.

Specifically, I have read and understand all items contained within the March, 1993 Governor's Executive Order.



Second, I have been informed of all employees' rights to fair and equitable treatment.

Specifically, I have read and understand the current DHRM rules on Unlawful Harassment Policy and Procedure.



Third, I am aware that all State employees are assured access at several points to a complaint system on unlawful harassment related matters.

Specifically, I have read and understand the complaint system policies and procedures contained in the DHRM, Human Resource Management Rules on unlawful harassment. I understand that employees may contact their supervisor, or any of the individuals designated by their Department or the State.



Fourth, I have been made aware of unlawful harassment and its prohibition within any public employee's work place.

Specifically, I have received employee training that covered the following topics:

- A. Liability and legal standards contained in: Title VII, 1964 Civil Rights Act; EEOC Unlawful Harassment Policy Guidelines; Utah Law; DHRM Rules; and Department Policy.
- B. What type of behavior constitutes unlawful harassment and other terms associated with it such as hostile work environment, tangible employment action, illegal discrimination, and protected classes.
- C. Examples of types of harassment such as age-based, racial, religious, national origin, disability, sexual, and third party harassment.
- D. My responsibilities as an employee to prevent unlawful harassment and/or stop such behavior if it occurs.
- E. My rights as an employee to be protected from retaliation if I complain about unlawful harassment.
- F. The Unlawful Harassment Complaint Procedure for all employees.



Fifth, I will comply with all state and departmental executive orders, policies, procedures, and rules governing unlawful harassment and understand that failure to do so shall result in disciplinary action which may include termination and possible referral for criminal prosecution.

SIGNED: _____

DATE: _____

PRINT NAME: _____

SSN#: _____ INSTRUCTOR: _____

AGENCY NUMBER: _____ ORG NUMBER: _____